

City of Seal Beach Facility Use Application & Permit



City of Seal Beach Community
Services Department
211 Eight St
Seal Beach, CA 90740
(562) 431-2527 x:1306

Application & Permit for Facility use. Please type or print neatly.

Name:	Organization:
Address:	Home: () Cell: ()
City: State: Zip:	Non-profit TIN:
E-mail:	

Event Information

Type of Activity: _____ Will alcohol be served? (Beer & Wine Only) Yes ☐ No ☐

Will food/ beverages be served? Yes ☐ No ☐ Kitchen Requested?: Yes ☐ No ☐ Fundraising Event: Yes ☐ No ☐

Equipment Requested: ☐ TV (SC & Com Rm Only) ☐ PA ☐ Projector (MCC & Com Rm Only) ☐ Stage (MCC Only)
☐ Podium (MCC & SC Only) ☐ Tables ☐ Chairs

Additional equipment you will provide: _____

DJ?: Yes ☐ No ☐ Company: _____ Contact: _____ Phone: () _____

Live Band?: Yes ☐ No ☐ If yes, Special Event Permit Application is required

Caterer?: Yes ☐ No ☐ Company: _____ Contact: _____ Phone: () _____

Please provide a detailed description of your event:

Requested Facility/ Room	Anticipated Head Count	Date	Time In am/ pm	Time Out am/ pm	For Office Use Only					
					Total Hours X (Rate + Staff)				Subtotal	
Marina Center Main Room	100	01/02/15	5:00pm	11:00pm	6	X	30	+	30	\$360
						X		+		

Please Review Community Center Rental Information Packet for Fee Schedule

Payment Information

Cash ☐ Check ☐ # : _____

Mastercard ☐ Visa ☐ Card # : _____ Expiration Date: _____

Remaining Balance: _____ Due Date: _____ Rcvd By: _____

Deposit \$250

Insurance

Cleaning

Total Fee

Application: Approved ☐ Denied ☐ Reason: _____ Community Services Staff: _____

Applicant: Please review & complete the reverse side of this form.

Please initial each section indicating that you have read and understood the **Community Center Rental Information Packet** in its entirety. By initialing each section you are confirming that all your questions/concerns regarding the rental information have been addressed by a member of the Community Services Department staff.

_____ General Information
_____ Facility Rental Requirements
_____ Reoccurring Reservations
_____ Hours of Operation
_____ Refundable Security Deposit
_____ Youth Events
_____ Special Event Permit Requirements
_____ Service of Alcoholic Beverages
_____ Set-Up & Clean-Up
_____ Kitchen
_____ Facility Keys
_____ Additional Rules and Regulations:
_____ Fee Schedule 2011/2012

I _____ individually and/or on behalf of the named organization, agrees to defend, indemnify and hold harmless the City of Seal Beach and its officers, employees, and agents harmless and free from any liability of any nature, including but not limited to liability for damage or injury to any persons or property costs and attorney's fees arising out of or in connection with the use of City recreational facilities regardless of whether the City was actively or passively negligent, either solely or contributory in connection with such liability. I, the undersigned, do hereby agree that we will abide by the policies governing the use of this facility and I will be responsible for any damages to the facility, furniture, or equipment caused by the occupancy of our organization to the premises.

Applicant Signature: _____ Date: _____